

FOR OUT OF STATE ATTORNEYS ONLY

**INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT
TO PRACTICE LAW IN THE UNITED STATES DISTRICT COURT,
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

A written application must be filed with the Clerk of Court in order to be admitted to practice in the United States District Courts for the Eastern and Western Districts of Arkansas. For this purpose, the attached *Petition for Enrollment* must be completed.

Each applicant is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** certificate of good standing from the Clerk of the Supreme Court from the state where you reside and from the Clerk of the United States District Court where you are enrolled.

Your *Petition for Enrollment*, *Personal History Statement*, *Certificate of Good Standing* and \$155.00 fee, which includes a \$150.00 enrollment fee and a \$5.00 annual assessment for the “Library Fund”¹ pursuant to Local Rule Appendix XI, should be mailed or presented to the:

Clerk
U.S. District Court
Eastern District of Arkansas
600 West Capitol Avenue, Suite 402
Little Rock, AR 72201-3325

If your petition and all supporting documents are in order, a *Certificate of Enrollment* will be sent to you by return mail. If you have any questions, please call the Office of the Clerk at (501) 604-5351.

¹ Hereafter, the “Library Fund” fee will be assessed and collected on a biennial basis; the biennial assessment fee is \$10.00.

UNITED STATES DISTRICT COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS

PETITION FOR ENROLLMENT

_____, Ex Parte

TO THE HONORABLE JUDGE OF THE DISTRICT COURT OF THE UNITED STATES
FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS

Your petitioner respectfully shows to the Court that I am a citizen of the United States and over the age of twenty-one years and of good moral character; that I possess the requisite qualifications of learning and ability to practice as an attorney and counselor at law in this Court; that I am regularly enrolled as an attorney and counselor at law in the Supreme Court where I reside.

Wherefore, petitioner prays the Honorable Court to make an order authorizing me to practice as an Attorney at Law in the Court.

Petitioner

APPROVED BY:

U.S. District Judge

Date Approved

FEE PAID _____

RECEIPT NO. _____

PERSONAL HISTORY STATEMENT

1. Name: _____
2. Home Address: _____
3. Business Address. Firm: _____
Street Address: _____
P.O. Box: _____
City/State/Zip: _____ Telephone: _____
4. Supreme Court Registration Number: _____
5. Place of Birth: _____
6. Date of Birth: _____
7. Are you in sound physical and mental condition? _____
8. Are you a citizen of the United States? _____
9. What has been your occupation during the past five years? _____

10. Have you ever been discharged from any position? _____ If so, for what reason?

11. Have you ever been arrested and/or convicted for any breach or violation of law other than traffic offenses? _____ If so, please describe: _____

12. Have you ever been sued? _____. If so, give particulars: _____

13. Give three references:

Name	Occupation	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
14. Education: _____

Name and Location of School

Dates Attended

Degree

Other Studies and Training for Legal Profession: _____

15. Are you now working in State or Federal Government? _____

16. Are you now actively engaged in the practice of law? _____

17. Give a telephone number where you may be reached for purposes of notification
regarding this petition: _____

I certify that I have read and understand the local rules of this Court and that I agree to
attend all conferences set by the Court or I shall associate local counsel to attend in my absence.

Applicant

NOTARY

SUBSCRIBED AND SWORN TO before me by the above-named applicant this _____
day of _____, 20____.

Notary Public

My commission expires: _____

ATTORNEY'S OATH

I, _____, do solemnly swear (or affirm) that I will conduct and demean myself as an attorney of this Court and uprightly and according to law and that I will support and defend the Constitution of the United States, so help me God.

Applicant

NOTARY

SUBSCRIBED AND SWORN TO before me by the above-named applicant this _____ day of _____, 20____.

Notary Public

My commission expires: _____